

PC&IM Policy Alert 03-18 has been revised and is retransmitted for your information. The revised language provided by Rev. 002 is shown in purple bold. The revised language provided by Rev. 001 is shown in green bold.

01/05/04

**PC&IM POLICY ALERT
No. 03-18/Rev. 002
Use of Department of Defense Activity Address Code
(DoDAAC)
in Contracting**

REFERENCE: DDP Information Release E-Mail dated **11 June 2003**

TYPE OF ACTION: Policy

EFFECTIVE DATE: 01 October 2003

SUMMARY: The attached DP/EB memorandum notifies the acquisition staff of a DDP initiative that affects the way contracts and orders are numbered and subsequently reported. Beginning 1 October 2003, the DoDAAC will be used as the first six characters of contract and order numbers. **DFARS Change Notice 20031114 provided the final rule which prescribes the use of the DoDAAC. This change is discussed further in PC&IM Policy Alert No. 04-02, DoD Activity Address Codes in Contract Numbers.**

TMA currently uses the Department of Defense Address Activity Number (DoDAAN) - MDA906 - as the first six characters of contract and order numbers. The DoDAAC for TMA Aurora is H94002.

Attached is the 9 June 2003 DPAP/EB memorandum which provides an update and summary of DFARS changes.

IMPACT TO CONTRACT AND DELIVERY ORDER NUMBERS

All **existing** contracts will retain their DoDAAN (MDA906) designation as the first six characters of the procurement instrument identification number (PIIN).

Beginning 1 October 2003, all **new** contracts and delivery orders against non-DoD contracts will use the DoDAAC (H94002) for the first six positions of the PIIN.

A contract awarded prior to 1 October 2003 with a performance start date of 1 October 2003 or later must use the DoDAAC (H94002) for the first six positions of the PIIN.

Numbering for modifications, delivery orders, and modifications to delivery orders under DoD contracts will remain the same (i.e., P00002, PZ0003, A00008, 0001, 000103, BA01, BA0101).

Delivery orders against all non-DoD contracts (GSA FSS, UNICOR, JWOD) will remain 'F' orders (H94002-04-F-0023).

IMPACT TO DD FORM 350

Block B1A (Contract Number) will continue to use the first six positions of the PIIN. For existing contracts (those awarded prior to 1 Oct 03), this will be 'MDA906.' For new contracts (those awarded or with a performance start date after 1 Oct 03), this will be 'H94002.'

Block B2 (Modification, Order, or Other ID Number) will be split into two parts to report modifications and delivery order numbers separately.

Anticipated October 1, 2004 Implementation: The DoDAAC (H94002) will be used in Block A3B (Contracting Office Code).

ACTION REQUIRED: Contracting officers shall use the DoDAAC as prescribed above.

You may direct comments/questions on this Policy Alert to Kristine Hostetler at 303 676 3585 or Nancy Olander at 303 676 3985.